

OUTREACH NOTICE—Detail and PFT



***Boise National Forest Boise, ID
Program Specialist (Executive Assistant)
GS-301-08/09
Reply Due: January 15, 2014***

Position Title: Administrative Specialist, GS-301-08/09

Tour of Duty: Full-time, Permanent

Duty Station: Boise, Idaho

The Boise National Forest Supervisor's Office will fill the Program Specialist (Executive Assistant) in the first half of CY2014. In the interim, the Forest is seeking up to two detailers in early FY2014 to serve as Executive Assistant to the Forest Supervisor and Deputy Forest Supervisor.

This position directly assists the Forest Supervisor, Deputy Forest Supervisor and Forest Leadership Team. The incumbent provides a direct link to forest employees; local, state and federal agencies; and the general public. The city of Boise is also the state capital, thus this position is a critical communication link for all Idaho National Forests Supervisors and the Regional Office, as well as with Offices for the State of Idaho.

If you are interested in being considered for this challenging opportunity, either as a detail opportunity or to fill the position, please complete the outreach response form below and send to cseesholtz@fs.fed.us or marielouisesmith@fs.fed.us by close of business January 15, 2014.

For additional information, please contact:

Cecilia Romero-Seesholtz, Forest Supervisor, at (208)-373-4102; OR

Marie-Louise "ML" Smith, Deputy Forest Supervisor, at (208) 373-4107.

Description of the Position:

The incumbent reports to the Forest Supervisor and serves as a Program Support Specialist (Executive Assistant) to the Forest Supervisor and Deputy Forest Supervisor and is responsible for the administrative support to the Forest Supervisor, Deputy Forest Supervisor and the Forest Leadership Team. The position serves as a staff specialist performing assignments, projects, or studies related to business operations program(s). Work requires knowledge of the

appropriate business operation functional areas. Incumbent works effectively under pressure and with changing or competing priorities

Major Duties

- Analyzes, plans, and implements methods for coordinating the administrative work of a complex organization with centralized and decentralized organizational offices. Provides advice and assistance to the Forest Supervisor and Deputy Forest Supervisor on administrative program operations and performs special projects as requested.
- Responsible for calendars, meetings, and travel for the Forest Supervisor and Deputy Forest Supervisor. Schedules meetings and makes arrangements such as preparing agendas, notifying participants, reserving conference space and similar matters. Coordinates with subordinate supervisors to ensure key staff members are present at meetings, and briefs the participants before the meeting occurs. Develops background information, briefing materials and ensures supervisor has necessary information in advance of meetings. Follows up on action items with appropriate staff members.
- Advises Forest Supervisor and Deputy Forest Supervisor of important issues that develop during their absence.
- Screens all telephone calls and visitor requests. Personally answers non-technical requests.
- Manages the correspondence process for the office, ensuring accurate and timely signing and distribution, and coordination of correspondence with the Regional Office and Washington Office. Responsible for coordinating, evaluating, and proofreading all correspondence, assesses that all communications (written, verbal, visual, signed) are nondiscriminatory and sensitive to all employees and public.
- Based on knowledge of administrative practices, develops, and implements procedures designed to improve Forest Leadership Team administrative effectiveness, automating and streamlining procedures wherever possible to serve the best interests of the Forest Leadership Team and/or other Forest Staff units. Assists in the resolution of complex Forest Leadership Team administrative program issues or problems.
- Responsible for maintaining the organizational charts for the Forest.

Boise, Idaho

Boise is the capital and most populous city in Idaho as well as the county seat of Ada County and is the largest city between Salt Lake City, Utah and Portland, Oregon. Many federal agencies have a presence in Boise and Boise is the headquarters for several major companies, technology investment and the high-tech industry have become increasingly important to the city. The state government is also one of the city's largest employers.

The Boise School District includes 31 elementary schools, eight junior high schools, five high schools and two specialty schools. Post-secondary educational options in Boise include Boise State University as well as a wide range of technical schools. University of Idaho (UI) and Idaho State University each maintain a satellite campus in Boise.

Boise frequently receives [national recognition for its quality of life](#). Some recent national rankings:

- [Top Ten Cities to Live In: #10 \(Frommers Cities Ranked and Rated, 2nd edition, 2007\)](#)
- [One of the Best Places to Live in 2009 \(US New and World Report\)](#)
- [Best Towns 2010: #1 Overall Town in Western US \(Outside Magazine\)](#)

- [Best places for raising a family: # 2 \(Forbes Magazine, 2012\)](#)
- [Top 100 places to live: #11 \(Livability.com, 2014\)](#)

Recreational opportunities abound both in and around Boise, including extensive hiking and biking in the foothills to the immediate north of downtown. An extensive urban trail system called the Boise River Greenbelt runs along the river. The Boise River itself is a common destination for fishing, swimming and rafting. Just outside town the Bogus Basin ski hosts multiple winter activities, primarily alpine skiing and snowboarding, but also cross-country skiing and snow tubing. The Boise State University campus is home to the Morrison Center for the Performing Arts, which hosts local and national fine arts performances; Bronco Stadium, the 32,000 seat football and track stadium known for its blue Field Turf field; and Taco Bell Arena, a 12,000 seat basketball and entertainment venue.

WEBSITES TO LEARN MORE ABOUT THE BOISE AREA:

Chamber of Commerce: <http://www.boisechamber.org>
Community Profile: <http://www.city-data.com/city/Boise-City-Idaho.html>
http://en.wikipedia.org/wiki/Boise,_Idaho
Weather: www.wunderground.com/US/ID/Boise.html



OUTREACH NOTICE FORM
Program Specialist (Executive Assistant)
Boise National Forest
GS-0301-08/09

Please return your completed response form by: January 15, 2014

If you are interested in this opportunity and/or plan on applying for this vacancy, please return this Outreach Response Form electronically at marielouisesmith@fs.fed.us or mail to Marie-Louise Smith, Boise NF, 1249 S. Vinnell Way, Suite 200, Boise, ID 83709.

Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____

If Current Federal Employee, Agency Employed With: _____USFS, _____BLM, _____OTHER_____

If Current Federal Employee, Type of Appointment: _____Perm _____Temp _____Term
_____VRA _____PWD _____Other

Current FS Employee, Region/Forest/District: _____

Current Series and Grade: _____

Current Position Title: _____

Interested in being considered for: _____Detail _____Perm Position _____Both

Please briefly describe your qualifications/interest for this position:

If you are not a current permanent (career or career conditional) employee, indicate if you are eligible to be hired under any of the following special authorities:

- _____ Person with Disabilities
- _____ Veterans Recruitment Act
- _____ Disabled Veterans with 30% Compensable Disability
- _____ Veterans Employment Opportunities Act of 1998
- _____ Former Peace Corps Volunteer
- _____ Pathways Program
- _____ Other _____

How did you learn of this vacancy?

Thank you for your interest and response!